

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Alcoholic Beverage Regulation Administration
1250 U Street NW, Washington DC 20009



**INVITATION TO TRAINING FOR RESTAURANT
AND HOTEL LICENSEES**

July 30, 2010

Dear Restaurant or Hotel Licensee:

The Alcoholic Beverage Regulation Administration (ABRA) hereby invites you or your representative to attend one of two training sessions being conducted by ABRA for restaurant and hotel licensees regarding quarterly statement filings and the statutory books and records requirements that you are required to maintain.

The training sessions will cover your responsibilities in filing quarterly statements with ABRA as well as calculating your compliance with the District's statutory food requirements. The training sessions are voluntary and your participation is not required.

The two training sessions will take place on Thursday, August 26, 2010, at ABRA, which is located at:

1250 U Street, NW
3rd Floor
Washington, DC 20009

Each of the two training sessions on August 26, 2010 will last for two (2) hours. The training sessions are scheduled as follows:

1st session: 9:00 a.m. to 11:00 a.m.
2nd session: 2:00 p.m. to 4:00 p.m.

If you would like to attend either of these training sessions, please call ABRA's auditor Adeniyi (Neal) Adejunmobi, at (202) 442-4453, by Tuesday, August 24.

Sincerely

Fred P. Moosally
Director